### Transmittal Letter RFP No. CWB-PRC 14-01

State of Hawaii Department of Health Clean Water Branch 919 Ala Moana Boulevard, Room 301 Honolulu, Hawaii 96814

Dear Mr. Wong:

The undersigned has carefully read and understands the terms and conditions specified in this Request for Proposals No. CWB-PRC 14-01 and in the General Conditions (Form AG-008 103D General Conditions), included by reference and made a part hereof and available upon request, and hereby submits the following offer to perform the work specified herein, all in accordance with the true intent and meaning thereof.

It is understood and agreed that the State of Hawaii (State) reserves the right to accept or reject any or all proposals, and to waive any defect in any proposal when in the opinion of the State such rejection or waiver will be in the best interest of the State.

By submitting this proposal, the applicant understands and agrees that:

- 1. The applicant shall be responsible for meeting and complying with the terms and conditions in the RFP;
- 2. The applicant is submitting the RFP in good faith for the completion of the work for which the award may be made;
- 3. The applicant certifies that the application is true and correct to the best of their knowledge; and
- 4. Should a Best and Final Offer (BAFO) be necessary, this transmittal letter shall also apply to the BAFO proposal submitted.

Sincerely,

Applicant Signature and Date

Makaala Kaaumoana, Executive Director

Hanalei Watershed Hui

POBox 1285 Hanalei, Hawaii 96714

Ph/Fx: 808-826-1985 Cellular: 808-346-5458 hanaleiriver@hawaiian.net

#### **COVER SHEET**

Project Title: Replacing Small Capacity Cesspools with Advanced Wastewater Systems in Hanalei Bay

Watershed

Watershed: Hanalei Bay Watershed

Targeted Pollutants: bacteria and nutrients (nitrogen and phosphorus)

Name of Organization: Hanalei Watershed Hui

Contact Person and Title: Maka'ala Kaaumoana, Executive Director

Mailing Address: P.O. Box 1285, Hanalei, HI 96714

Legal Status of the Organization: Non-profit 501(c)3 corporation

Federal Tax Identification Number: 16-1628674

State Tax Identification Number: W20030114-01

Total Grant Funds Requested: \$697,154.29

Total Matching Funds Contributed: \$533,173.68 (76 %)

Total Project Cost: \$1,230,327.96

**Project Duration: 36 Months** 

### 1 Overview

The Hanalei Bay Region is currently targeted by Federal, State, and private efforts for watershed planning efforts with the goals of reducing loads of land based pollution and improving water quality in the rivers, estuaries, and bay of the Hanalei Bay Watershed. Established to promote sustainability and stewardship of the watersheds of Hanalei Bay (Hanalei, Wai'oli, Waipā, and Waikoko), the Hanalei Watershed Hui (HWH) plays an essential role in this effort. Funding is being sought from various sources to plan and implement projects to reduce non-point source (NPS) pollution.

The purpose of this project is to implement priority recommended management solutions described in the *Watershed Management Plan* for *Hanalei Bay Watersheds* (HBWMP) and reduce the transport of NPS pollutants to the receiving surface and ground waters within the Hanalei Bay Watershed. Specifically, this project addresses replacing small capacity cesspools (SCC) within the Hanalei Bay Region with an advanced wastewater system (AWS) manufactured by Envirocycle Group (EC).<sup>1</sup> The targeted NPS pollutants include two of the most problematic land-based pollutants in the area, bacteria and nutrients (nitrogen and phosphorus).

A phased approach is proposed, consisting of an assessment followed by implementation. The assessment will include: selecting properties with existing SCC, ranking based on water use, verifying presence and operation of SCC, and securing commitments from interested property owners. The replacement of SCC and upgrade will be split as follows: at least 80 percent of the total will be on owner occupied properties and no more than 20 percent will be on Transient Vacation Rental (TVR) properties. Selected properties will be within 750 feet of a waterbody and will be clustered. Water quality improvements will be achieved by installing an AWS comprised of a multi chamber treatment system that utilizes anoxic and aerobic microorganisms, along with biomembrane technology and UV disinfection, to treat wastewater to the highest possible level. The treated effluent will discharge nutrients and bacteria into the environment at orders of magnitude less as compared to the disposal by the SCCs currently in use. In some cases, the treated effluent wastewater may be reused on-site via an installed irrigation system.

Effectiveness monitoring will be conducted to quantify the reduction in NPS pollutant loading. The results of the effectiveness monitoring program will be conveyed to community members, Kauai County government, and the State Department of Health (DOH). Outreach will be conducted during the project to educate the community about polluted runoff in general, and the benefits of installing upgraded wastewater treatment practices.

The cost of the assessment, solution designs, and a portion of the infrastructure replacement will be covered by this project. Property owners will contribute to the replacement cost, and will maintain the installed units subsequent to implementation.

# 2 Project Site Description

The Hanalei Bay Watershed is comprised of four subwatersheds that drain into Hanalei Bay and include, from east to west: Hanalei, Wai'oli, Waipā and Waikoko Watersheds.<sup>2</sup> The Hanalei Bay Watershed is located on the north shore of the Island of Kaua'i, Hawai'i, and is part of the Halele'a *moku* (district). The

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<sup>&</sup>lt;sup>1</sup> The EC products have been tested in accordance with National Sanitary Foundation Standards. The EC products are approved by the Hawaii Department of Health Wastewater Branch for use in Hawai'i. The EC AWS provides treatment and effluent quality that surpasses approved aerobic treatment units (ATUs).

<sup>&</sup>lt;sup>2</sup> The term "Hanalei Bay Watershed" is used to collectively refer to all four subwatersheds.

watershed drains approximately 32 mi<sup>2</sup> (83 km<sup>2</sup>) and ranges in elevation from sea level along the coast to 5,147 ft (1,569 m). Hanalei Bay is lined with seven miles of shoreline, contains two fringing reefs, and has an open water body surface area of 16.8 mi<sup>2</sup> (2.6 km<sup>2</sup>). Hanalei Stream, Hanalei River Estuary, and the marine waters of Hanalei Bay are considered impaired for various pollutants (e.g. Enterococcus, turbidity) on the Clean Water Act's (CWA) Section 303(d) list of impaired waterbodies. In addition, Total Maximum Daily Loads (TMDL) were calculated for some of these waterbodies in 2008 and the implementation of these loads are driven by Hawai'i's Polluted Runoff Control Program.<sup>3</sup>

This project focuses on properties within Hanalei Town, where the land use is classified as Urban per the State Land Use Districts. The HBWMP describes land conditions and NPS pollutants in detail. Land cover in the Urban District is mainly low intensity developed and open space developed with some pockets of medium intensity developed, evergreen forest and grassland. The Urban District contains residential housing, commercial properties, and small patches of open space. The area borders Hanalei Bay and is in close proximity to the Hanalei River. Impacts to the watershed in this District include areas covered with impervious surfaces, generation of a variety of NPS pollutants as part of land uses, and SCC. SCC, which are used widely in Hanalei, discharge raw sewage into the ground, where disease-causing pathogens and other contaminants, along with nutrients can pollute groundwater, streams and the ocean. Disposal of untreated wastewater from the numerous SCC within Hanalei Town occurs in sandy soils with high hydraulic conductivity, and often directly into the groundwater table, which in many areas is near the ground surface. Many of the properties with SCC are in close proximity to surface water bodies, both natural and manmade. As a result, the disposed untreated wastewater pollutes the ground and surface water, impairing beneficial uses and aquatic ecology, and potentially causing human health problems.

# 3 Watershed Management Plan Context

The HBWMP, which addresses EPA's requirements for watershed plans, was completed in 2014.<sup>4</sup> HWH has been working in the region since 2000, with a broad goal of assessment and restoration of the natural, cultural and economic assets of Hanalei. Activities conducted by HWH to reduce NPS pollution are complimentary to the 319(h) program goals and through concurrent implementation are expected to have positive cumulative impacts on the quality of water discharged off the watersheds in the Hanalei Region. HWH has a significant presence in the community and continues to advance relationships with agencies, landowners, and community members that are essential to implementing management practices to reduce the generation and delivery of land based pollutants to nearshore waters. As the organization responsible for guiding the implementation of the HBWMP, HWH will ensure that implementation activities align with the overall objectives of the plan; facilitate communication with agencies and landowners for implementation activities; streamline monitoring activities; and coordinate education and outreach.

The project is located in the Hanalei Bay Watershed. The management practices aimed at replacing outdated or failing SCC are described in the HBWMP, Volume 2, Section 3.2.1.1. Additional details about the management practices are included in Appendix C1 (Aerobic Treatment Unit). As indicated in the HBWMP, Volume 2, this management practice is considered Priority.

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<sup>&</sup>lt;sup>3</sup> http://health.hawaii.gov/cwb/site-map/home/integrated-report-and-total-maximum-daily-loads/

<sup>&</sup>lt;sup>4</sup> Sustainable Resources Group Intn'I, Inc. 2012 and 2014. *Watershed Management Plan for Hanalei Bay Watersheds (Volumes 1 and 2)*. Prepared for Hanalei Watershed Hui, Hanalei, HI. http://www.hanaleiwatershedhui.org/project/hanalei-watershed-based-plan

# 4 Scope of Services

This project is scheduled to take 36 months. Major project phases include: Project Management; Assessment; Siting and Design; Installation; Monitoring; Education and Outreach; and Reporting. The schedule of activities is detailed in Section 10.

**Project Management**: A general Scope of Services and Project Timeline have been developed as part of this proposal. A detailed project schedule, utilizing milestones and tasks, for each of the project categories will be developed, including responsible organizations and dates. The Project Manager will be responsible for overall project management, facilitating property owner participation, and will prepare all subcontractor scopes of works and contract documents.

**Assessment**: The HBWMP identified properties with SCCs in the Hanalei Bay Watershed based on data derived from Onsite Wastewater Disposal System (OWDS) database provided by EPA Region 9 Pacific Southwest. The database was developed by contractors for DOH Wastewater Branch (WWB).<sup>5</sup> Although the HBWMP prioritized TVRs with SCC for replacement (due to their likelihood of generating higher volumes of wastewater than owner-occupied residential units), DOH has requested that grant funds be spent mainly on owner-occupied units.

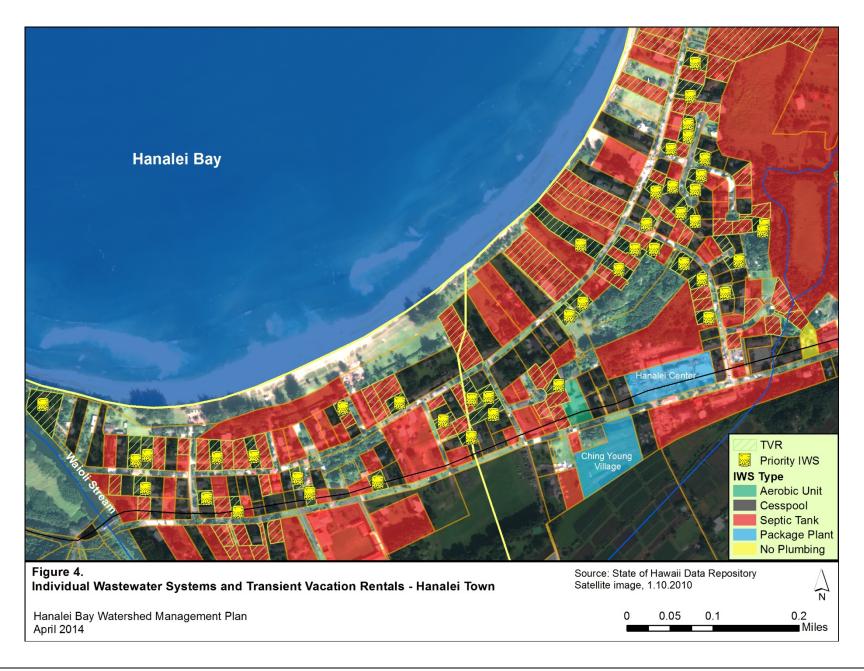
The OWDS database will be used as a starting point for identifying potential SCC for replacement (see Figure). Potential SCC properties will be ranked based on meter readings on the volume of water used (water use is essentially equivalent to wastewater generated). Ranked properties will be field verified to ensure that a SCC is present and in use. SRGII will identify properties, field verify current IWS type, and do a site walk through to check on logistics.

The outreach to property owners with SCC will explain the project, funding (match and owner-required), and environmental benefits. An informational packet will be distributed to those who are potentially interested in the project. Community information sessions will be conducted to share information about the project and to gain interest from as many property owners with SCCs as possible. Follow-up will be conducted to secure a letter of commitment. HWH has begun this process as part of the proposal submission and has secured three letters of interest (see attached). HWH has also identified out-of-date information in the IWS database; some owners whose properties were recorded as having SCC stated that they had previously closed their SCC and upgraded their wastewater systems. Any updated information found from discussions with owners will be forwarded to DOH to be used in updating the OWDS database.

The output for the Assessment will include a summary report that identifies properties for closure of SCCs and installation of AWS, including letters of commitment from owners. This report will be reviewed with DOH to secure approval to initialize the second phase. For budgeting purposes, 23 owner-occupied SCC and 4 TVR SCC are being targeted for replacement. The total number may vary based on final commitments received and finalized pricing, and will be confirmed with DOH prior to moving forward. Regardless of the final number of SCC closed and replaced, no more than 20 percent of the total will be on TVR properties.

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<sup>&</sup>lt;sup>5</sup> The types of OWDS were not field verified, thus it is possible some of the OWDS types identified on properties may be incorrect.



Once DOH approves the installation plan, HWH will enter into contracts with each property owner and collect an initial deposit. A site plan for each property will be prepared by a licensed engineer pursuant to Hawaii Revised Statute (HRS) Chapter 11-62. The site plan will be used to generate construction costs to close the existing SCC and install the new advanced treatment system, and as part of the submittal packet to DOH WWB for approval. A project design packet will be provided to each property owner that will include a map of their property, the unit location, and cost.

**Siting, Design, and Installation**: The project design packets will be presented to and discussed with the landowners for their final approval. Each site will require: site assessment; detailed drawings by project engineer; permit preparation, submittal and approval from DOH WWB; and installation.

Once target properties are identified and financial cooperation is secured, coordination with engineers and the company that manufacturers the AWS will begin. The type chosen for this project is an Envirocycle EC Series. The size of the unit will be chosen based on the number of bedrooms in the house: three bedrooms = 600 gal; four bedrooms = 800 gal; and five bedrooms = 1000 gal. Each property will be its own 'project', and involve vendors, engineers, and construction contractors. The funding from this grant will support overall project management to insure that the property owners, vendors, engineers, and installers are moving expeditiously to develop plans and secure approval from DOH WWB for each site. Project management will also be responsible for coordination and managing the complex financial aspects of the project.

The process involved in closing a SCC and upgrading to an AWS will require each individual property owner to enter into contract with EC and their licensed engineer, as well as the licensed construction contractor. The project engineer will complete a site assessment and perform a soil percolation test to determine in-situ soil conditions and other design and submittal requirements pursuant to HRS Ch 11-62. The design package for each property will be submitted to DOH WWB for review. DOH WWB will either approve the system as designed or indicate the necessary changes for approval. An approved system can then be installed by a licensed contractor. For each site, this takes approximately two months if things go smoothly.

The construction phase includes all tasks to complete installation of the AWS. The HWH as project manager will identify and recommend an installation contractor to the property owners. The contractor will install the AWS. SRGII will function as a Construction Manager to facilitate the installs. Warranty and Operations Maintenance Manuals will be provided by the manufacturer.

**Monitoring**: Pre and post installation monitoring will be conducted to document the performance of the AWS and generate estimates of targeted pollutant load reductions (Section 6).

**Education and Outreach**. Material that summarizes the project and the expected benefits will be developed to support educational efforts. Activities will be conducted to share this information with stakeholders (Section 7).

**Reporting**: Consistent with contract requirements, the following project reporting will be conducted.

- 1. Inventory and Assessment Report, at the conclusion of Phase 1.
  - a. One electronic copy and one hard copy.
- 2. Quarterly Status Reports each January 15, April 15, July 15, and October 15 of each respective calendar year following receipt of Notice to Proceed until the submittal of the draft Final Report.
  - a. One electronic copy and two double-sided hard copies in format provided by DOH.
- 3. Draft Final Report (two months prior to end of contract).

- a. Submit one electronic copy and two hard copies in format provided by DOH.
- 4. Final Report, incorporating comments made by DOH on the draft Final Report.
  - a. One electronic copy and three hard copies in format provided by DOH.
  - b. Signed cover letter stating that all work has been completed and the contract finalized.

# **5** Anticipated Outcomes

The pollutants to be addressed under this project include: bacteria and nutrients (nitrogen and phosphorus).

Upgrading SCC to AWS is a priority management practice. Load reduction estimates can be made by comparing disposal effluent concentrations of TSS and BOD for SCC and standard ATU with the documented NSF test values of the EC AWS. Table 1 provides values for a single replacement and the scenario of decommissioning 27 SCC and installing the EC brand AWS. OWDS systems currently in use do not disinfect the partially treated wastewater before disposing into the environment, meaning they do not kill or disable bacteria. The AWS unit chosen for this project has been tested and has the lowest concentration of TSS and BOD of all available ATU individual wastewater systems on the market. It also comes fitted with UV disinfection, which results in 0 coliform forming units (CFU). The SCC currently in use do not treat or otherwise remediate microbes in the disposed wastewater. The treated effluent from the EC unit is of such high quality that a disposal field or conventional leach field is not necessary to further treat the effluent.

		Influ	uent	Effl	uent	Load Reduction				
IWS Type	#	TSS	BOD <sub>5</sub>	TSS	BOD <sub>5</sub>	TSS	5	BOD <sub>5</sub>		
iws Type	Units	(mg/l)	(mg/l)	(mg/l)	(mg/l)	(mg/l)	%	(mg/l)	%	
SCC	1	250	300	250	300	Negligible	0	Negligible	0	
ATU	1	250	300	85	100	165	66	200	67	
Envirocycle AWS <sup>6</sup>	1	257	303	4	7	253	98	296	98	
SCC	27	6750	8100	6750	8100	Negligible	0	Negligible	0	
ATU	27	6750	8100	2295	2700	4455	66	5400	67	
Envirocycle AWS	27	6939	8181	108	189	6831	98	7992	98	

Table 1. SCC Upgrade: Daily Estimated Pollutant Load Reduction

# 6 Project Monitoring

Effectiveness monitoring will be conducted to quantify the pollutant load reductions resulting from closing SCC and upgrading with AWS. Specifically, for at least two project properties (sample sites) piezometers will be installed. Four ground water samples will be collected from the piezometers both pre and post SCC closure. Water quality parameters including: BOD; TSS; Total Nitrogen (TN) and its forms Nitrate (NO-3), Nitrite (NO-2), and Ammonia (NH3); and Enterrococcus bacteria will be analyzed and computed. In addition to measuring groundwater quality, the piezometric surface (water level) will be measured to quantify any effects of the closure and upgrade.

The sampling locations will be selected based on their representativeness of physiographic conditions of all project properties, and water usage that is approximately the mean usage for all properties.

Proposal Submitted In Response To RFP NO. CWB-PRC 14-01 Hanalei Watershed Hui

<sup>&</sup>lt;sup>6</sup> Envirocycle numbers from Babcock, R. et al. 2014. Certification Report: Envirocycle® ECR™-Series Wastewater Treatment System Under Provisions of NSF/ANSI Standard 40 − 2013 Residential Wastewater Treatment Systems. WRRC-2014-02. October.

Monitoring of pre SCC closure will occur as soon as project properties are identified at a frequency to be determined. Post upgrade monitoring will occur one month post installation of the AWS, and then at a frequency to be determined so that four samples are collected.

**Deliverables**. The following deliverables will support the monitoring activities. For each plan/report, one electronic copy and one hard copy will be submitted. Outreach and educational materials summarizing results of monitoring data will also be produced for distribution.

- A *Monitoring Plan* will outline specific tasks and timing associated with monitoring efforts (Draft and Final, which incorporates DOH comments).
- All monitoring activities and relevant results will be documented in quarterly progress reports.
- All monitoring efforts and results conducted during the project will be summarized as part of the project's Final Report.

### 7 Education and Outreach

Outreach and education is key to conveying the need for, objectives of, and expected benefits of the project to property owners. It is especially important since property owners are being requested to upgrade, and assist in paying for, their AWS voluntarily. The following activities are planned to educate the public about project specific activities along with the overall goal of reducing polluted wastewater. HWH will ensure that that planned activities are consistent with and complementary to other efforts in the region as described in the HBWMP, Volume 2, Section 5. In particular, HWH will ensure that the key themes and messages outlined in the HBWMP are part of the outreach in this project.

**Project Information**. The project will be included on HWH's publically accessible webpage, including a description of the project and pictures. HWH will distribute a synopsis of the project with their email newsletter. HWH will publicize the project at related environmental events, and include project information in periodic public presentations. A recorded presentation will be produced and broadcast on Kauai Public Access television, Ho'ike, and information about the project with opportunities for public questions and comments will be discussed on a monthly local radio program produced by HWH. HWH will provide project information and updates on a prominently located public bulletin board in Hanalei.

**Stakeholder Engagement**. The SCC upgrades will be installed on private lands. As part of the engagement of the landowner, and in order to ensure the management practice is maintained over the long-term, education will be required. Much of this education will happen informally as part of the landowner's participation in the project.

**Public Stakeholder Meetings**. Two public stakeholder meetings will be held to educate community individuals, organizations, and relevant Federal, State, and Kauai County agency personnel. The meetings will be designed to impart knowledge to interested parties about the importance of reducing NPS pollution and spotlight the SCC upgrade project. These meetings will be scheduled during the Assessment phase and pre-finalization. They will be held at a community gathering place and will consist of (1) a presentation on the history of water quality in Hanalei Bay Watershed and efforts to improve it; (2) SCC replacement project and property owner responsibilities; and (3) information on HWH initiatives and opportunities to get involved. HWH will facilitate the public meetings.

**Press**. Two press releases will be issued to inform the community about the project: one towards the beginning of the project that describes the purpose and planned activities, and one towards the end of the project that describes the project results. In addition, the public stakeholder meetings will be

announced via press releases. HWH will be responsible for drafting and issuing the press releases to The Garden Island. HWH will work with Hoike Kauai Community Television to broadcast information about the project to their audiences. HWH will also circulate this information via their website and email lists.

**Talk Story.** Informal talk story sessions will be conducted opportunistically throughout the project. Outreach efforts will build on these interactions to support project activities.

Deliverables. The following deliverables will support the outreach and education activities. For each plan/report, one electronic copy and one hard copy will be submitted.

- An Outreach and Education Plan will outline specific tasks and timing associated with outreach and education efforts (Draft and Final, which incorporates DOH comments).
- All outreach and education activities will be documented in quarterly progress reports, to include number and type of events conducted, descriptions, and number of persons participating.
- All outreach and education efforts conducted during the project will be summarized as part of the project's Final Report.

#### Personnel and Partners

Hanalei Watershed Hui is a community based 501(c)3 nonprofit working to restore, protect and preserve the ecology, cultural resources and sustainable economies of Hanalei. HWH works to coordinate watershed activities in the region in part by implementing the Watershed Management Plan for Hanalei Bay Watersheds and the Hanalei to Haena Community Disaster Resilience Plan. HWH maintains a centrally located office in Hanalei fully equipped with communications and administrative capacity. www.hanaleiwatershedhui.org

Project Manager: Maka'ala Kaaumoana, Executive Director, P.O. Box 1285, Hanalei, HI, 96714; 808-826-1985 (ph/fx); makaala@hawaiian.net

Ms. Kaaumoana was elected to manage the Hanalei Watershed Hui in 1999. Born and educated in Hawai'i, Ms. Kaaumoana is committed to open process and community guidance. She has provided oversight of the organization utilizing collaboration and partnerships to implement the Hanalei Watershed Action Plan. She and her husband own a residence in Hanalei.

HWH will provide a Project Manager, a Project Administrator, and an Outreach Specialist. The Project Manager will responsible for: contract management and project coordination. This individual will also play a key role in using HWH's local presence to obtain commitments from property owners to participate in the project, and manage these relationships for the project duration. The Project Administrator will manage submission of deliverables, including reporting, and be responsible for all financial transactions (i.e. invoicing, payments to subcontractors and vendors). The Outreach Coordinator will function as a community liaison and provide support mainly for planned education and outreach activities.

#### **Project Partners**

Sustainable Resources Group Intn'I, Inc. (SRGII) is a Hawaii-based environmental consulting firm specializing in developing integrated approaches to achieve structural, natural resource, and land management remedies to reduce impaired watershed functions. SRGII serves public and private sector needs through research, education, and consulting. SRGII has been involved in numerous watershed management plans and implementation actions. SRGII was the primary author of the HBWMP, and has an on-going technical advisory relationship with the HWH. *Role*: SRGII will provide technical guidance, including engineering design; project facilitation; liaison services with Envirocycle; and construction management services. A letter of support from SRGII, a project partner, is attached. www.srgii.com

Point of Contact: Andy Hood and Kristin Duin, Principals; 808-356-0552; ahood@srgii.com / kduin@srgii.com

**Property Owners**. Property owners who have been targeted for SCC replacement, have also expressed their support for this project as evidenced in the attached letters. The property owners will facilitate access to their property, interact with the design and installation teams, contribute a portion of funding for the replacement, and assume ownership and maintenance responsibility for the installed system.

# 9 Budget

The budget outlines the total cost to complete this project. The requested project funds and match are an accurate estimate of the effort and resources HWH believes it will require to complete the tasks outlined in the proposal. Budget has been split into Phase 1 (Assessment) and Phase 2 (Siting, Design & Installation; Monitoring; and Outreach), with Phase 1 estimated to take six months. Detail has been included in the descriptions and budget table to show the level of effort (labor, expenses) by phase.

- **A. Personnel**: HWH will be providing a range of services: contract administration and project coordination, project accounting and billing, project reporting, managing vendor and subcontractor relationships, and education and outreach. Grant funds are requested to cover the cost of a Project Manager (5 hrs/wk for 50 wks/yr), Project Administrator (4 hrs/wk for 50 wks/yr), and an Outreach Specialist (4 hrs/wk for 50 wks/yr).
- **B. Travel and Training**: Project partner SRGII is based on O'ahu, and travel funds are being requested for visits to Hanalei to perform activities on-site (see breakdown of travel by phase). Travel funds are also requested to attend two three-day conferences during the project period to share experiences, lessons learned, and opportunities with other communities.

	Phase 1		Phase 2		
	Assessment	Siting, Design & Installation	Monitoring	Outreach & Other	Total
Flight	6	10	6	2	24
Car	12	30	12	6	60
Lodging	6	15	6	4	31
Meals	12	30	12	6	60
Parking	12	30	12	6	60
Mileage	240	500	240	0	980

**C. Operating Expenses**: HWH maintains office space in Hanalei and is requesting support for office space and communications (phone and internet). Meeting venue space will be provided as match by various venues in Hanalei as needed. Printing and reproduction costs for flyers, handouts, posters, and reporting are requested as grant funds. Funds to attend and present at two conferences are requested to cover registration fees, posters, etc.

- **D. Equipment**: Envirocycle EC units (600, 800, or 1000 gal) will be purchased as part of this project. Specific models will be determined by property needs. Property owners will match a portion of the cost of the unit.<sup>7</sup>
- **E. Professional Services**: SRGII will play a key technical role in this project as described in Section 8. Ho'ike Kauai Community Television will be providing video broadcasts at no cost to HWH, with the value considered match. A portion of the videographer's funds are requested as grant funds, while a portion will be provided as match. HWH uses a contracted Certified Public Accountant to assist with financial accounting and recordkeeping. Grant funds are requested for this service. Construction includes labor and equipment costs for a subcontractor to install the AWS, estimated by site. As indicated in Section D, a portion of the construction contractor costs are requested as grant funds, and a portion will be provided by the property owner, and considered match funds.

SRGII Labor	Assessment	Siting, Design & Installation	Monitoring	Outreach & Other	Total
Project Manager	24	56	20	40	140
Technical Lead	120	240	80	40	480
Technical Services	40	120	80	80	320

- **F. Construction Materials and Supplies**: Grant funds are being requested to purchase supplies and tools for field work and monitoring and for lab analysis of soil samples. Grant funds are requested to purchase a range of project supplies including: clerical supplies; postage; signage; and meeting supplies such as easel pads and flip charts, maps, and graphics.
- **G. Other Miscellaneous Expenses**: Contract terms require HWH to maintain insurance. HWH maintains general liability, volunteer, commercial (property, auto), worker's compensation, directors and officers, and vehicle insurance. Grant funds are being requested to cover these costs. Grant funds are requested to cover this Hawaii State GET, which is also calculated on match funds.

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<sup>&</sup>lt;sup>7</sup> Match percentage depends on type of property. Owner-occupied properties will receive a 50% match, while TVR properties will receive a 25% match. This also applies to Construction Contractor services (Section E), with the sum of these two elements forming the total "cost" of replacement. The total grant funds provided for replacement will be capped at \$15K for owner-occupied properties and \$7.5K for TVR properties.

## Project Budget: Replacing Small Capacity Cesspools with Advanced Wastewater Systems in Hanalei Bay Watershed

					Phase 1			Phase 2		
No.		Hourly Rate/		Total	Grant	Match	Total	Grant	Match	
	Item	Unit Cost		Units	Funds	Funds	Units	Funds	Funds	Total
A.	Personnel Services									
	Project Manager	\$40.00	hr	150	\$6,000.00	\$0.00	750	\$30,000.00	\$0.00	\$36,000.00
	Project Administrator	\$35.00	hr	100	\$3,500.00	\$0.00	500	\$17,500.00	\$0.00	\$21,000.00
	Outreach Specialist	\$30.00	hr	50	\$1,500.00	\$0.00	250	\$7,500.00	\$0.00	\$9,000.00
	Total Labor				\$11,000.00	\$0.00		\$55,000.00	\$0.00	\$66,000.00
	Volunteers	\$30.00	hr	0	\$0.00	\$0.00	0	\$0.00	\$0.00	\$0.00
	Total Other Personnel				\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
	Sub-Total Item A				\$11,000.00	\$0.00		\$55,000.00	\$0.00	\$66,000.00
B.	Travel & Training									
	Airfare (inter-island)	\$200.00	rt	6	\$1,200.00	\$0.00	18	\$3,600.00	\$0.00	\$4,800.00
	Car rental / Gas	\$75.00	ea	12	\$900.00	\$0.00	48	\$3,600.00	\$0.00	\$4,500.00
	Lodging	\$150.00	dy	6	\$900.00	\$0.00	25	\$3,750.00	\$0.00	\$4,650.00
	Meals and Incidentals	\$40.00	dy	12	\$480.00	\$0.00	48	\$1,920.00	\$0.00	\$2,400.00
	Airport Parking	\$15.00	dy	12	\$180.00	\$0.00	48	\$720.00	\$0.00	\$900.00
	Mileage	\$0.575	mi	240	\$138.00	\$0.00	740	\$425.50	\$0.00	\$563.50
	Sub-Total Item B				\$3,798.00	\$0.00		\$14,015.50	\$0.00	\$17,813.50
C.	Operating Expenses									
	Office / Communications	\$200.00	wk	26	\$5,200.00	\$0.00	130	\$26,000.00	\$0.00	\$31,200.00
	Meeting Venue	\$25.00	hr	25	\$0.00	\$625.00	125	\$0.00	\$3,125.00	\$3,750.00
	Printing and Reproduction (yearly)	\$750.00	ls	0.5	\$375.00	\$0.00	2.5	\$1,875.00	\$0.00	\$2,250.00
	Conference Expenses	\$500.00	ea	0	\$0.00	\$0.00	1	\$500.00	\$0.00	\$500.00
	Sub-Total Item C				\$5,575.00	\$625.00		\$28,375.00	\$3,125.00	\$37,700.00
						`				

No.		Hourly Rate/		Total	Phase 1 Grant	Match	Total	Phase 2 Grant	Match	
	Item	Unit Cost		Units	Funds	Funds	Units	Funds	Funds	Total
D.	Equipment									
	Envirocycle Units (Owner)	\$26,000.00	ea	0	\$0.00	\$0.00	23	\$299,000.00	\$299,000.00	\$598,000.00
	Envirocycle Units (Investment)	\$26,000.00	ea	0	\$0.00	\$0.00	4	\$26,000.00	\$78,000.00	\$104,000.00
	Sub-Total Item D				\$0.00	\$0.00		\$325,000.00	\$377,000.00	\$702,000.00
E.	Professional Services									
	Technical Services (SRGII)	\$109,208.40	ls	0.2	\$21,841.68	\$0.00	0.8	\$87,366.72	\$0.00	\$109,208.40
	Ho`ike Kauai Community Television	\$1,700.00	ea	4	\$0.00	\$6,800.00	4	\$0.00	\$6,800.00	\$13,600.00
	Videographer	\$500.00	ls	2	\$1,000.00	\$1,000.00	4	\$500.00	\$500.00	\$3,000.00
	Certified Public Accountant (yearly)	\$1,000.00	ls	0.5	\$500.00	\$0.00	2.5	\$2,500.00	\$0.00	\$3,000.00
	Construction Contractor (Owner)	\$8,000.00	ls	0	\$0.00	\$0.00	23	\$92,000.00	\$92,000.00	\$184,000.00
	Construction Contractor (Investment)	\$8,000.00	ls	0	\$0.00	\$0.00	4	\$8,000.00	\$24,000.00	\$32,000.00
	Sub-Total Item E				\$23,341.68	\$7,800.00		\$190,366.72	\$123,300.00	\$344,808.40
F.	Construction Materials & Supplies									
	Piezometers	\$1,250.00	ls	0	\$0.00	\$0.00	1	\$1,250.00	\$0.00	\$1,250.00
	Lab samples (soil and water)	\$50.00	ls	0	\$0.00	\$0.00	16	\$800.00	\$0.00	\$800.00
	Supplies (Various / yearly)	\$2,000.00	ls	0.5	\$1,000.00	\$0.00	2.5	\$5,000.00	\$0.00	\$6,000.00
	Sub-Total Item F				\$1,000.00	\$0.00		\$7,050.00	\$0.00	\$8,050.00
G.	Other Misc. Expenses									
	Insurance (yearly)	\$1,583.50	ls	0.5	\$791.75	\$0.00	2.5	\$3,958.75	\$0.00	\$4,750.50
	Hawaii State GET (all items, A-G)	4.166%			\$1,895.80	\$350.99		\$25,986.09	\$20,972.69	\$49,205.56
	Sub-Total Item G				\$2,687.55	\$350.99		\$29,944.84	\$20,972.69	\$53,956.06
					<b># 45 507 40</b>	#D 405 00		<b>4/00 7/5 07</b>	#F00 40F 00	#1 101 100 10
-	SUB-TOTAL A - G (excluding GET)				\$45,506.43	\$8,425.00		\$623,765.97	\$503,425.00	\$1,181,122.40
	TOTAL A-G				\$47,402.23	\$8,775.99		\$649,752.06	\$524,397.69	\$1,230,327.96

### 10 Schedule of Activities

The proposed Schedule of Activities, covering a project period of 36 months, is detailed in the Project Timeline.

### **Project Timeline**

The CONTRACTOR shall accomplish the following activities within the timeline indicated from the date on the STATE's NTP. [Note: STATE = DOH]

Timeline	Activity
NTP + 1 month	Develop Detailed Project Work Plan
NTP + 1 months	Begin Assessment
NTP + 2 months	Post Press Release (Project Information)
NTP + 2 months	Hold Stakeholder Meeting
NTP + 3 month	Submit Draft Monitoring Plan
NTP + 3 months	Submit Draft Outreach and Education Plan
NTP + 5 months	Submit Final Monitoring Plan
NTP + 5 months	Submit Final Outreach and Education Plan
NTP + 6 months	Begin Monitoring
NTP + 6 months	Complete Assessment
NTP + 6 months	Distribute and Discuss Project Design Packages
NTP + 7 months	Begin Siting & Design
NTP + 11 months	Complete Siting & Design
NTP + 12 months	Begin Installation
NTP + 30 months	Complete Installation
NTP + 31 months	Hold Stakeholder Meeting
NTP + 32 months	Post Press Release (Project Information)
NTP + 34 months	Complete Monitoring
NTP + 34 months	Submit Draft Final Report
NTP + 36 months	Submit Final Report

# 11 Evaluation Criteria / Matrix Table

Preparation of this proposal has included careful review and attention to the stated evaluation criteria. An overview of the project is found in Section 1, while the project site is described in Section 2. Relationship of the project to the *Watershed Management Plan* for *Hanalei Bay Watersheds* is outlined in Section 3. Details on the tasks and schedule are provided in Sections 4 and 10. Anticipated outcomes are summarized in Section 5. Monitoring activities are described in Section 6. Educational activities are outlined in Section 7. Personnel and partners are described in Section 8. The budget is presented in Section 9.

February 4, 2015

Mr. Alec Wong, P.E., Chief State of Hawaii Department of Health Clean Water Branch 919 Ala Moana Boulevard, Room 301 Honolulu, HI 96814

RE: Support for proposal: Cesspool Replacement in Hanalei Watershed

Dear Mr. Wong,

Marney K. Morishige supports the above referenced proposal being submitted by the Hanalei Watershed Hui. The proposed project is compatible with ongoing efforts in the region to utilize management practices to reduce non-point source pollution and protect the Hanalei Bay region's waters.

We understand the objective of the project is to improve the quality of effluent from Individual Wastewater Systems (IWS) by replacing cesspools with more advanced systems that provide a higher level of treatment and disposal of effluent. We would like to participate in this project by voluntarily replacing our cesspool. We will work with the Hui and identified contractors to facilitate access to our property for siting, design, and installation.

We have been informed that the total cost of the replacement is estimated to be approximately \$30,000. We understand that the State will provide funds to support the replacement in the amount of \$15,000, or half of the total cost, whichever is less. We will be responsible for the balance of the funds due. Once installed, we will be responsible for the system, including any required maintenance.

By replacing a significant number of cesspools in the Hanalei region, this project has the potential to measurably decrease the pollutants entering our waterways from residential wastewater disposal systems. We believe the project is important and are committed to working with the Hui and its partners to ensure implementation in Hanalei. We fully support these efforts to reduce the generation and transport of non-point source pollutants. We hope you will consider this proposal favorably.

Yours truly, K. Morishize

Marney K. Morishige 5120 Kuhio Highway Hanalei, HI 96714 January 28, 2015

Mr. Alec Wong, P.E., Chief State of Hawaii Department of Health Clean Water Branch 919 Ala Moana Boulevard, Room 301 Honolulu, HI 96814

RE: Support for proposal: Cesspool Replacement in Hanalei Watershed

Dear Mr. Wong,

I, George K. Costa support the above referenced proposal being submitted by the Hanalei Watershed Hui. The proposed project is compatible with ongoing efforts in the region to utilize management practices to reduce non-point source pollution and protect the Hanalei Bay region's waters.

We understand the objective of the project is to improve the quality of effluent from Individual Wastewater Systems (IWS) by replacing cesspools with more advanced systems that provide a higher level of treatment and disposal of effluent. We would like to participate in this project by voluntarily replacing our cesspool. We will work with the Hui and identified contractors to facilitate access to our property for siting, design, and installation.

We have been informed that the total cost of the replacement is estimated to be approximately \$30,000. We understand that the State will provide funds to support the replacement in the amount of \$15,000, or half of the total cost, whichever is less. We will be responsible for the balance of the funds due. Once installed, we will be responsible for the system, including any required maintenance.

By replacing a significant number of cesspools in the Hanalei region, this project has the potential to measurably decrease the pollutants entering our waterways from residential wastewater disposal systems. We believe the project is important and are committed to working with the Hui and its partners to ensure implementation in Hanalei. We fully support these efforts to reduce the generation and transport of non-point source pollutants. We hope you will consider this proposal favorably.

Yours truly,

George/K. Costa 5243 Weke Road Hanalei, HI 96714 January 25, 2015

Mr. Alec Wong, P.E., Chief State of Hawaii Department of Health Clean Water Branch 919 Ala Moana Boulevard, Room 301

Honolulu, HI 96814

RE: Support for proposal: Cesspool Replacement in Hanalei Watershed

Dear Mr. Wong,

Douglas and Barbara Andrews support the above referenced proposal being submitted by the Hanalei Watershed Hui. The proposed project is compatible with ongoing efforts in the region to utilize management practices to reduce non-point source pollution and protect the Hanalei Bay region's

waters.

We understand the objective of the project is to improve the quality of effluent from Individual Wastewater Systems (IWS) by replacing cesspools with more advanced systems that provide a higher level of treatment and disposal of effluent. We would like to participate in this project by voluntarily replacing our cesspool. We will work with the Hui and identified contractors to facilitate access to our

property for siting, design, and installation.

We have been informed that the total cost of the replacement is estimated to be approximately \$30,000. We understand that the State will provide funds to support the replacement in the amount of \$7,500, or one fourth of the total cost, whichever is less. We will be responsible for the balance of the funds due. Once installed, we will be responsible for the system, including any required maintenance.

By replacing a significant number of cesspools in the Hanalei region, this project has the potential to measurably decrease the pollutants entering our waterways from residential wastewater disposal systems. We believe the project is important and are committed to working with the Hui and its partners to ensure implementation in Hanalei. We fully support these efforts to reduce the generation and transport of non-point source pollutants. We hope you will consider this proposal favorably.

Yours truly,

**Douglas Andrews and Barbara Andrews** 

4420 Aku Rd. Hanalei, HI 96714

Mailing Address: 1102 Windsor Drive, McKinney, TX 75070



1 February 2015

Mr. Alec Wong, P.E., Chief State of Hawaii Department of Health Clean Water Branch 919 Ala Moana Boulevard, Room 301 Honolulu, HI 96814

RE: Support for Hanalei Watershed Hui proposal: Cesspool Replacement in Hanalei Watershed

Dear Mr. Wong,

Sustainable Resources Group Intn'I, Inc. (SRGII) strongly supports the above referenced proposal being submitted by Hanalei Watershed Hui (HWH). This project directly supports Hawaii's local action strategy to reduce land-based pollutants in an effort to restore coral reef habitat, the intent of the Total Maximum Daily Loads established for Hanalei, and the recommendations in the Watershed Management Plan for Hanalei Bay Watershed.

We are committed to working with HWH and its partners to implement this project that replaces outdated and polluting cesspools with state-of-the-art waste water treatment devices made by Envirocycle. It is expected that this project will significantly reduce non-point source pollution entering Hanalei Bay.

We fully support HWH's efforts to reduce the input of non-point source pollutants into Hanalei Bay. We hope you will consider this proposal favorably.

Yours truly,

Kristin Duin President



January 27, 2015

Mr. Alec Wong, P.E., Chief State of Hawaii Department of Health Clean Water Branch 919 Ala Moana Boulevard, Room 301 Honolulu, HI 96814

4211 Rice Street, Suite 103 Lihue, HI. 96766 Vox: 808-246-1556 Fax: 808-246-3832

Re: Hanalei Water Quality Project (Hanalei Watershed Hui)

hoike@hoike.org

Dear Mr. Wong,

OFFICERS

I am writing to assure and inform you that Ho'ike: Kauai Community Television is committed to partnering with the Hanalei Watershed Hui on this vital project to insure water quality in Hanalei, Kauai.

Barbara Morrison President

There is no more important topic than clean and healthy environments for our island. Ho'ike is dedicated to supporting and providing our assistance in this effort.

Michelle Rundbaken Vice-President

Ho'ike, as Kauai's Public, Education and Government Access provider, will broadcast any finished video production related to this project and the Hanalei Watershed Hui on our public cable channel (Channel 54 – Oceanic Time Warner Cable). We pledge that a minimum of eight (8) program broadcasts will be provided and intend to provide this project with additional airings following the premier

Paula Schultz Secretary

Each airing on broadcast cable television has an approximate value of \$1,700 per run. We are happy to be able to provide at a minimum \$13,600 in exposure and value of in-kind services to the more than 23,000 cable subscribers on Kauai.

Joseph Figaroa Treasurer

We look forward to this program and the benefits it will bring to our island. Please feel free to contact me should you require additional details or information. I can be reached by phone at (808) 246-1556, email at <u>Irobertson@hoike.org</u> or via US mail at 4211 Rice Street #103, Lihue, Hawaii, 96766

DIRECTORS

Lee Anderson

Steve Kline Michael Ratcliffe

Paula Schultz

Sincerely,

STAFF

J Robertson Managing Director

Jul3ia Astatkie

William "bc" Charles

Tiare Nichols

Roger Olsen

Kainoa Palama

95 Robertson

JS Robertson Managing Director



## Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion B Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment Suspension, 7 CFR Part 3017, Section 3017.510: Participant's Responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (Pages 4722-4733).

- 1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- 2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Hanalei Watershed Hui **Organization Name** 

Barbara Kaaumoana, Executive Director Name and Title of Authorized Representative

February 4, 2015 Date

#### **Instruction for Certification**

- 1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out on the reverse side in accordance with these instructions.
- 2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
- 3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- 4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
- 5. The prospective lower tier participant agrees by submitting this form that should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency or agency with which this transaction originated.
- 6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion B Lower Tier covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
- 7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
- 8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- 9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

### **Certification Regarding Drug-Free Workplace Requirements**

- 1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification set out below. This certification is required by regulations implementing the Drug-Free Workplace Act of 1988, 45 CFR Part 76, Subpart F, published in the May 25, 1990 Federal Register, that require grantees to certify in maintaining a drug-free workplace.
- 2. The certification set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violated the requirements of the Drug-Free Workplace Act, the agency in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
- 3. For grantees other than individuals, Alternate I applies.
- 4. For grantees who are individuals, Alternate II applies.
- 5. Workplace under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantees' drug-free workplace requirements.
- 6. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or state highway department while in operation, state employees in each Local unemployment office, performers in concert halls or radio studios).
- 7. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see Paragraph 5).
- 8. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

<u>Controlled substance</u> means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. S12) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

<u>Conviction</u> means a finding of guilt (including a plea of note contenders) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

<u>Criminal drug statute</u> means a Federal or Non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

<u>Employee</u> means the employee of a grantee directly engaged in the performance of work under a grant, including: (a) All direct charge employees; (b) All indirect charge employees unless their impact or involvement is insignificant to the performance of the grant; and, (c) Temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantees' payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantees' payroll; or employees of subrecipients or subcontractors in covered workplaces).

#### Alternate I (Grantees Other Than Individuals)

- 1. The grantee certifies that it will or will continue to provide a drug-free workplace by:
  - a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantees' workplace and specifying the actions that will be taken against employees for violation of such prohibition;
  - b. Establishing an ongoing drug-free awareness program to inform employees about:
    - i. The dangers of drug abuse in the workplace;
    - ii. The grantees policy of maintaining a drug-free workplace;
    - iii. Any available drug counseling, rehabilitation, and employee assistance programs; and
    - iv. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
  - c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by Paragraph a.;
  - d. Notifying the employee in the statement required by Paragraph a. that, as a condition of employment under the grant, the employee will:
    - i. Abide by the terms of the statement; and
    - ii. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
  - e. Notifying the agency in writing, within ten calendar days after receiving notice under Paragraph d.ii. from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
  - f. Taking one of the following actions, within 30 calendar days of receiving notice under Paragraph d.ii., with respect to any employee who is so convicted:

#### Attachment 6 (Continued)

- Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
- Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- iii. Making a good faith effort to continue to maintain a drug-free workplace through implementation of Paragraphs a, b, c, d, e, and f.

2.	The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:
Plac	e of Performance (Street address, city, country, state, zip code)
Che	ck [] if there are workplaces on file that are not identified here

### Alternate II (Grantees Who Are Individuals)

- The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant;
- If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to every grant officer or other designee, unless the Federal agency designates a central point for the receipt of such notices. When notice is made to such a central point, it shall include the identification number(s) of each affected grant.

Hanalei Watershed Hui Organization Name

Barbara Kaaumoana, Executive Director Name and Title of Authorized Representative

Signature

February 4, 2015

Date

# **Certification Regarding Lobbying** Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress. In connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form -LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tier (including subcontractors, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form -LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Hanalei Watershed Hui Organization Name

Barbara Kaaumoana, Executive Director Name and Title of Authorized Representative

February 4, 2015 Date

### **Certification Regarding Environmental Tobacco Smoke**

Public Law 103-227, Part C – Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per day and/or the imposition of an administrative compliance order on the responsible entity.

By signing and submitting this document the applicant/grantee certifies that it will comply with the requirements of the Act. The applicant/grantee further agrees that is will require the language of this certification be included in any subawards which subgrantees shall certify accordingly.

Hanalei Watershed Hui Organization Name Barbara Kaaumoana, Executive Director Name and Title of Authorized Representative

Signature

February 4, 2015 Date